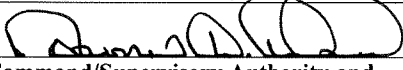


**Wichita Police Department Policy Manual**Approved by: **Policy 104 – Command/Supervisory Authority and Responsibility**

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104.01 The commissioned rank structure of the Wichita Police Department shall be as follows:

- A. Chief of Police
- B. Deputy Chief
- C. Captain
- D. Lieutenant
- E. Sergeant
- F. Detective
- G. Police Officer
- H. Station Clerks

104.02 For succession purposes, Deputy Chiefs are ranked below the Chief of Police in the following order:

- A. Duty Chief
- B. Field Services Division Commander
- C. Investigations Division Commander
- D. Support Services Division Commander

104.03 A Deputy Chief of Police will be assigned as the "Duty Chief" for a one-month period on a rotating basis.

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- A. The monthly rotation will be as follows:

January	Field Services
February	Support Services
March	Investigations
April	Field Services
May	Support Services
June	Investigations
July	Field Services
August	Support Services
September	Investigations
October	Field Services
November	Support Services
December	Investigations

- B. The Duty Chief will ensure that the Emergency Communications Center is apprised of any changes in the schedule.
- C. The Duty Chief shall:
 - 1. be immediately available for call during his/her duty period;
 - 2. keep Emergency Communications advised of where and how he/she can be reached after hours;
 - 3. go to the scene and assume command, if necessary, of a major incident;
 - 4. if circumstances warrant, notify the Chief of Police;
 - 5. give a report of major incidents to the Chief of Police on an "as needed" basis;
 - 6. give a summary of major incidents occurring over the weekend by 0900 on Monday morning.

- D. In the event of a major incident after regular office hours, watch commanders shall request that Emergency Communications notify the Duty Chief, who shall determine the need for other notifications and shall be responsible for making or directing others to make any notifications which are deemed necessary. The Watch Commander will ensure that sufficient information is available to the Emergency Communications Center so that the incident can be adequately described.
- E. Major incidents include, but are not limited to:
 - 1. officer-involved shooting incidents;
 - 2. plane crashes;
 - 3. EOD callouts or bombings;
 - 4. civil disorders;
 - 5. incidents involving serious injury or death to any member of the Department;
 - 6. arrest of any Department member;
 - 7. SWAT call-outs;
 - 8. any Special Operation involving WPD personnel outside the city limits of Wichita;
 - 9. any other incident, that in the opinion of a watch commander, is of a major or sensitive nature, requiring a higher level of notification.
- F. A list of NIMS/ICS trained Department members will be maintained by the coordinator of Emergency Planning. Members designated as NIMS/ICS trained will coordinate with each other to ensure at least one member remains in town to assist on major events.
- G. The Duty Chief will send a summary of a significant event/incident to the City Manager.